

# CATS TRAINING

## Corrective Action Tracking System


The CATS System was developed to track action items provided by the various inspections, assessments and audits that JLab is contractually required to perform. An issues management procedure is being developed that will define what issues must be included in the CATS, who will approve their closure, etc. For the present, managers may enter any issues they want to track. The Division of EH&S and the Office of Performance Assessment will also be entering their issues. This handout will help you to input items, update their progress and close them.

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### GETTING TO THE SYSTEM:

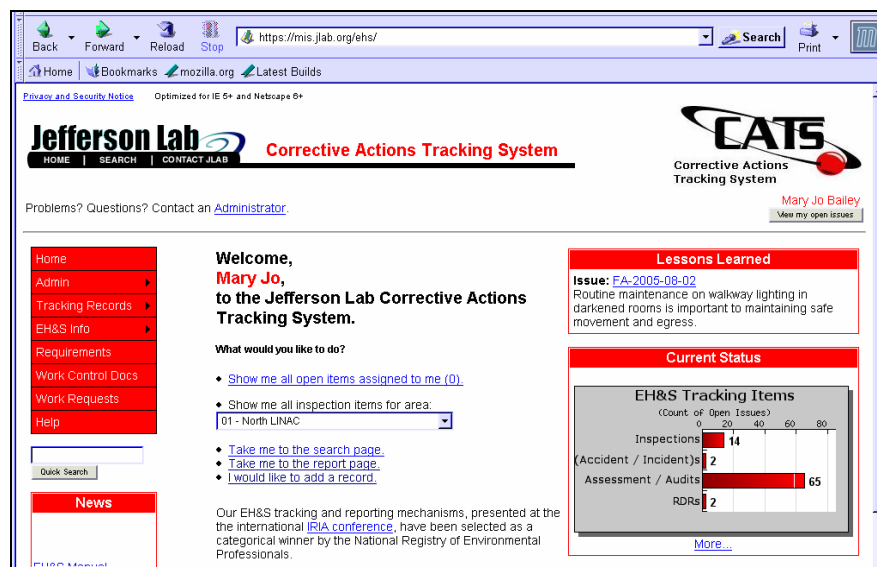
Go to [www.jlab.org](http://www.jlab.org)

Click on the Site Index tab.

Click on the 

Scroll down and click on • [Corrective Actions Tracking System \(CATS\)](#)

Input your User Name and Password. You will then get:



Category	Count
Inspections	14
Accident / Incident(s)	2
Assessment / Audits	65
RDRs	2

Information found on this page:

- ♦ A Lessons Learned which changes on a periodic basis.
  - ♦ A Scrolling NEWS screen (which may or may not be of interest depending on what your access privileges are).
  - ♦ How many and of what types of items are currently open in the system.
- If you click the More button you will be able to select the following graphs:

- [Average Days to Close Inspection Issues](#)
  - [Average Months Overdue for closed Inspection Issues](#)
  - [Percentage of Issues by Department](#)
  - [Percentage of Issues by EH&S Manual Chapter](#)
- (You may also request additional reports or graphs from [ingapps@jlab.org](mailto:ingapps@jlab.org))

What you can do from this page:

- ♦ Show All Items Assigned to Me. (If you have any open items you will get a screen similar to this.)

The screenshot shows the 'Search results for findings' page in the CATS system. It includes a sidebar with navigation links like Home, Admin, Tracking Records, and EH&S Info. The main content area displays a table of findings with columns for DELETE, FINDING #, TYPE, DESCRIPTION, COMPLETE BY, and CLOSED. The table lists several findings related to EH&S Manual revisions and safety warden assignments.

DELETE	FINDING #	TYPE	DESCRIPTION	COMPLETE BY	CLOSED
<input type="checkbox"/>	PMQ-2004-36-02	EH&S Manual Revision	Appendix 2200-R1, Tables 3 & 9 are incorrect due to recent Test Lab changes. Trailers 34C and 34G.	2004-05-11	2004-05-06
<input type="checkbox"/>	PMQ-2004-36-01	EH&S Manual Revision	Regarding Table 9, Appendix 2200-R1: Safety Warden assignment for Test Lab - Prod Vertical Attachm...	2004-05-09	2004-05-06
<input type="checkbox"/>	PMQ-2004-32-01	EH&S Manual Revision	Appendix 2200-R1 Jefferson Lab EH&S Staff has two discrepancies between Table 3 and Table 9. Two a...	2004-03-15	2004-05-06
<input type="checkbox"/>	PMQ-2004-31-01	EH&S Manual Revision	Appendix 2200-R1 Jefferson Lab EH&S Staff. Safety Wardens in Table 9: redundant Safety Warden info...	2004-02-27	2004-02-20
<input type="checkbox"/>	PMQ-2003-08-01	EH&S Manual Revision	Chapter 2240 EH&S Committees up for triennial review...	2003-12-24	2003-12-19

- ♦ See all inspection items for a particular area

The screenshot shows the 'Inspection Items' page in the CATS system. It displays a list of inspection items on the left, including '909 - Hall B Gas Shed' and '97 - Counting House'. The right side features a 'Lessons Learned' section with a finding about the purchase requisition PR system, and a 'Current Status' section with a bar chart showing the count of open findings for various categories.

Category	Count
Inspections	24
Accident / Incident/s	3
Assessment / Audits	94
RDRs	4

For example, if you were to pick Building 58  
you would get a screen similar to this:

Search results for events

Sort Results:  
Sort By: Event # | DESCENDING | Sort

Found: 200 event(s)  
Click on the event number to see the full details.

DELETE	EVENT #	TYPE	AREA	INSP DATE	ORG	FINDINGS
<input type="checkbox"/>	<a href="#">INSP-2005-079</a>	Safety Warden Observation	Room: 228 of Bldg. 58	AUG 04, 05	Accelerator Engineering	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2005-078</a>	Safety Warden Observation	Room: 207 of Bldg. 58	AUG 04, 05	Accelerator Engineering	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2005-077</a>	Safety Warden Observation	Room: 228 of Bldg. 58	AUG 04, 05	Accelerator Engineering	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2005-076</a>	Staff Observation	Room: 130 of Bldg. 58	JUL 19, 05	Accel Division EH&S	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2005-062</a>	Laser Safety	Room: 129C of Bldg. 58	MAY 24, 05	Accelerator Operations	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2005-043</a>	EH&S Department (scheduled)	Room: 125 of Bldg. 58	APR 06, 05	SRF Institute Dept	0 of 1 open
<input type="checkbox"/>	<a href="#">AUD-2004-040</a>	EH&S Department	Room: 15 of Bldg.	MAR 31, 05	Accelerator	0 of 1 open

♦ You can go to the search page and search for a particular event:

Search the Tracking System

Please select a category to search within:

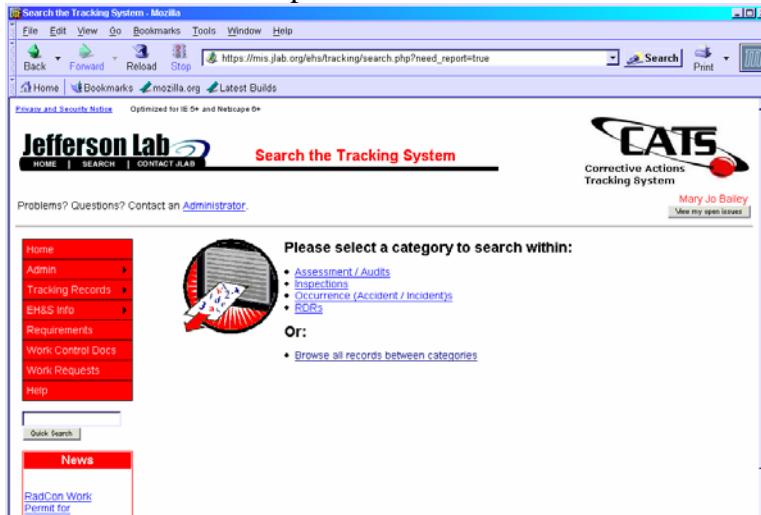
- [Assessment / Audits](#)
- [Inspections](#)
- [Occurrence \(Accident / Incidents\)](#)
- [RCRs](#)

Or:

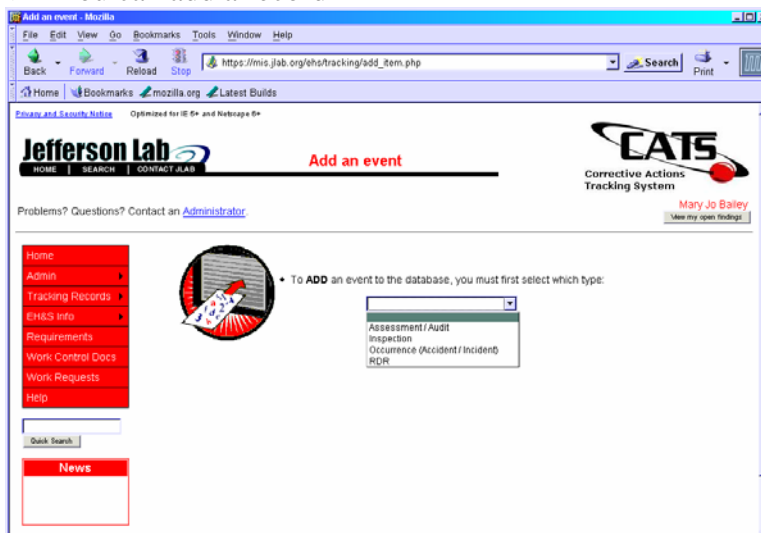
- [Browse all records between categories](#)

**SAFETY**

You can initiate the report function



◆ You can add a record

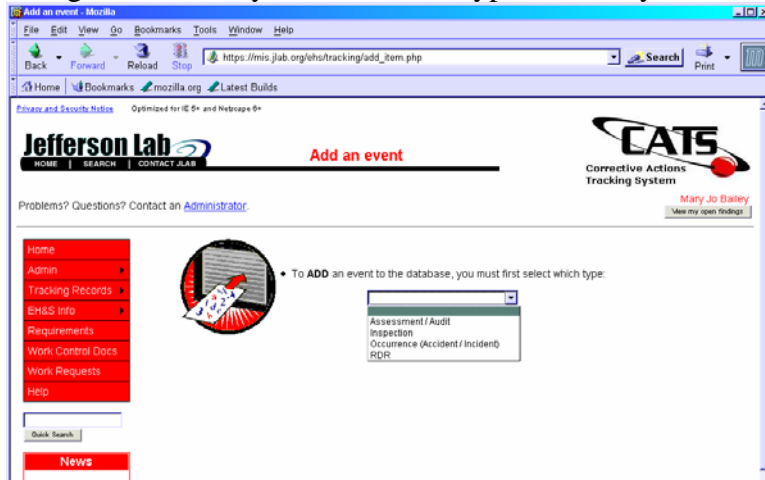


## ENTER EVENTS AND ISSUES INTO THE SYSTEM

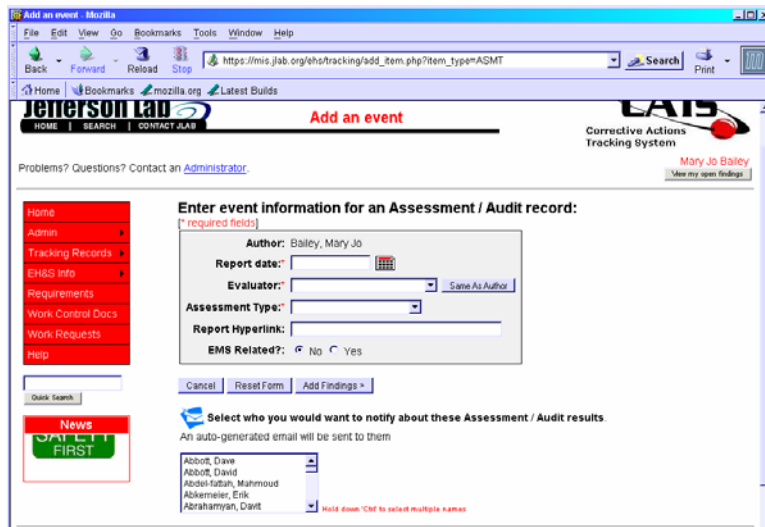
### EVENT:

From the Home Page click on I would like to add a record.

Using the arrow key to indicate the type of event you would like to enter:



### ASSESSMENT/AUDIT



## INSPECTION

Tracking System

Problems? Questions? Contact an [Administrator](#).

Mary Jo Bailey  
[View my open findings](#)

Home  
Admin  
Tracking Records  
EH&S Info  
Requirements  
Work Control Docs  
Work Requests  
Help

Quick Search

News  
[Accelerator Site](#)  
2005

**Enter event information for an Inspection record:**  
[\* required fields]

Author: Bailey, Mary Jo

Inspection date:

Inspector:  [Same As Author](#)

Inspection Type:

Area:   
01 - North LINAC  
01 - Rm. NLP1  
01 - Rm. NLP10  
01 - Rm. NLP11  
[Browse](#) [Facilities Rtds Map](#)

If you cannot find a specific area, please select "OTHER" and include the area location in the text of the finding. An admin will then research the finding and determine if another area should be generated.

Accompanied By:   
Abbott, Dave  
Abbott, David  
Abdel-Gatah, Mahmoud  
Abdel-Gatah, Tarek  
Abkenmeier, Erik  
[Hold down "Ctrl" to select multiple names](#)

EMS Related?: ☐ No ☐ Yes

[Cancel](#) [Reset Form](#) [Add Findings](#)

Select who you would want to notify about these Inspection results.

## OCCURRENCE (ACCIDENT/INCIDENT)

Tracking System

Problems? Questions? Contact an [Administrator](#).

Mary Jo Bailey  
[View my open findings](#)

Home  
Admin  
Tracking Records  
EH&S Info  
Requirements  
Work Control Docs  
Work Requests  
Help

Quick Search

News

**Enter event information for an Occurrence (Accident / Incident) record:**  
[\* required fields]

Author: Bailey, Mary Jo

Event date:

Lead Investigator:  [Same As Author](#)

Title:

Source:

Category:

Area:   
[Browse](#) [Facilities Rtds Map](#)

If you cannot find a specific area, please select "OTHER" and include the area location in the text of the finding. An admin will then research the finding and determine if another area should be generated.

Event Description:   
Linker must begin with "http://" 4000 character max

Report Hyperlink:

EMS Related?: ☐ No ☐ Yes

[Cancel](#) [Reset Form](#) [Add Findings](#)

Select who you would want to notify about these Occurrence (Accident / Incident) results.

## RDR

Fill in the blanks by using the pull-down menus, or typing in the requested information. Red \* line items must be filled in.

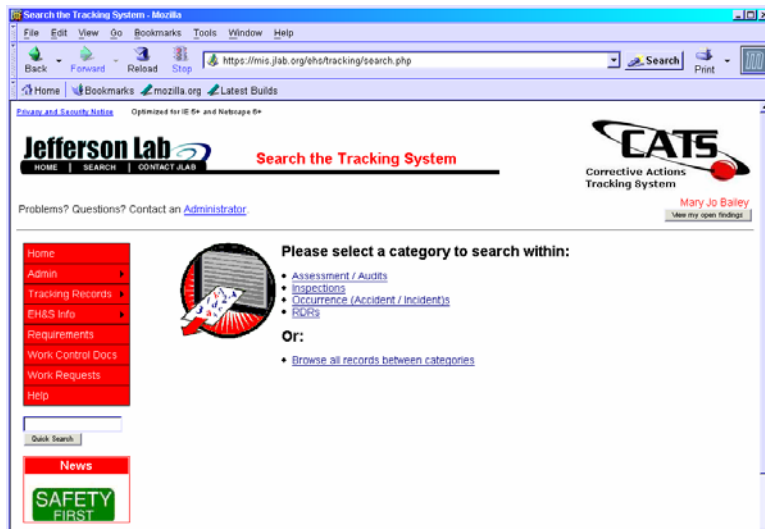
## ISSUE:

Once all your information is filled in on the Event screen click the “Add an Issue” button at the bottom of the page.

Use the pull down menus to enter the requested information. If there is more than one issue for the event click on the “Add another Issue” button at the bottom. You will get another blank screen to fill out. Repeat until all issues have been input. Click the “Finish” button.

## SEARCH FOR AN EVENT OR ISSUE

At the home page click on Take me to the search page

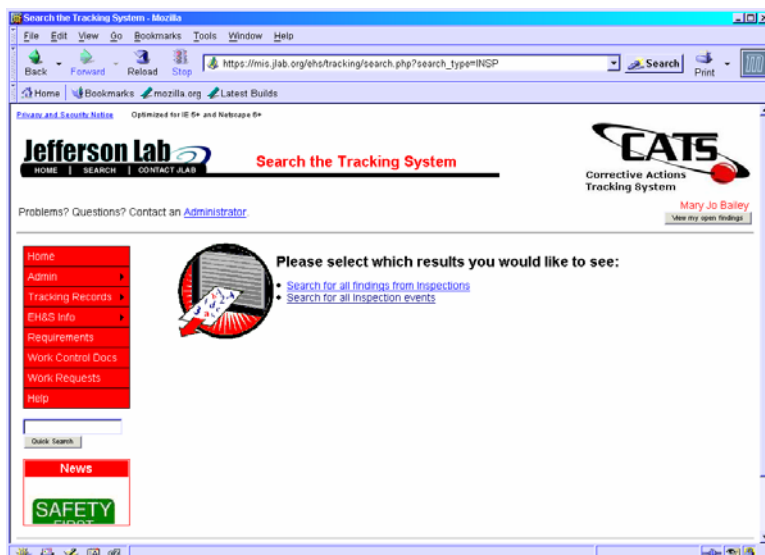


Select the category you would like to search.

**SHORTCUT:** If you have any information regarding the event or issue (the number, the author, the evaluator, the area, etc.) try the “Quick Search” Box under the red box on the left.

### EXAMPLE:

Search for an INSPECTION:

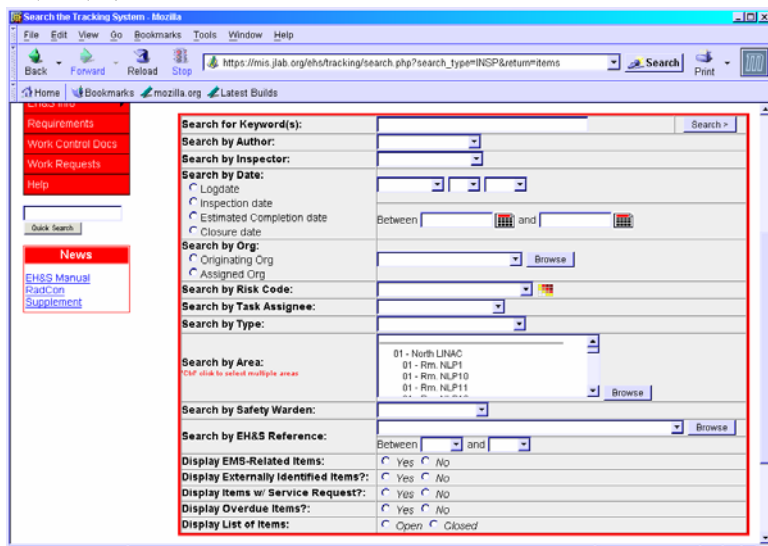




Are you looking for a specific inspection event or a specific inspection issue? You must choose one or the other.

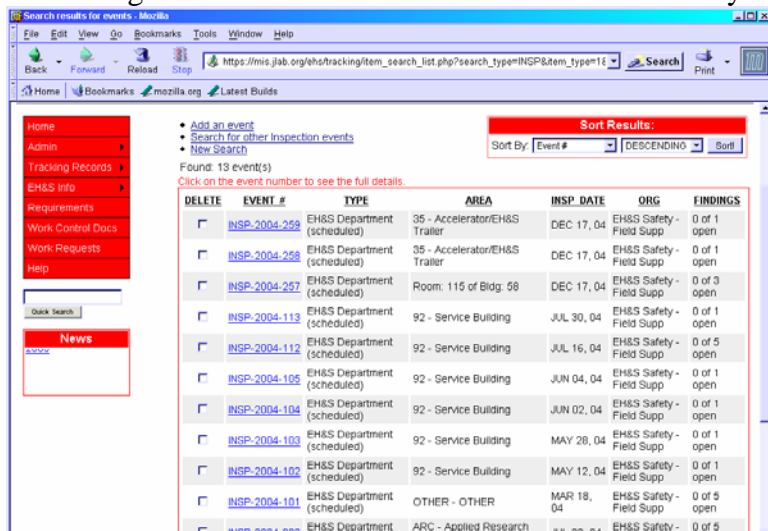
HELPFUL TO KNOW: You can get to both places from either one. So it doesn't really matter.

## EVENT:



Fill out as much information as you know. The more you fill out the fewer unwanted hits you will get and the less time you will spend on the search.

You will get a list of events/or issues that fit the criteria you fill in:



DELETE	EVENT #	TYPE	AREA	INSP. DATE	ORG	FINDINGS
<input type="checkbox"/>	<a href="#">INSP-2004-259</a>	EH&S Department (scheduled)	35 - Accelerator/EH&S Trailer	DEC 17, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-258</a>	EH&S Department (scheduled)	35 - Accelerator/EH&S Trailer	DEC 17, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-257</a>	EH&S Department (scheduled)	Room: 115 of Bldg. 58	DEC 17, 04	EH&S Safety - Field Supp	0 of 3 open
<input type="checkbox"/>	<a href="#">INSP-2004-113</a>	EH&S Department (scheduled)	92 - Service Building	JUL 30, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-112</a>	EH&S Department (scheduled)	92 - Service Building	JUL 16, 04	EH&S Safety - Field Supp	0 of 5 open
<input type="checkbox"/>	<a href="#">INSP-2004-106</a>	EH&S Department (scheduled)	92 - Service Building	JUN 04, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-104</a>	EH&S Department (scheduled)	92 - Service Building	JUN 02, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-103</a>	EH&S Department (scheduled)	92 - Service Building	MAY 26, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-102</a>	EH&S Department (scheduled)	92 - Service Building	MAY 12, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-101</a>	EH&S Department (scheduled)	OTHER - OTHER	MAR 18, 04	EH&S Safety - Field Supp	0 of 5 open
<input type="checkbox"/>	<a href="#">INSP-2004-099</a>	EH&S Department	ARC - Applied Research	JUL 29, 04	EH&S Safety -	0 of 5

Click on the event that you would like to review:

Event: INSP-2004-112 - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop [https://mis.jlab.org/ehs/tracking/view\\_item.php?item\\_id=3341](https://mis.jlab.org/ehs/tracking/view_item.php?item_id=3341) Search Print

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Requirements  
Work Control Docs  
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Help

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News  
Technical Appendix  
9210-12 - Extension  
Cord Safety

Inspection date: JUL 16, 04 [Edit Event](#)

Inspector: [Kelly, John](#)

Org: EH&S Safety - Field Supp

Inspection Type: EH&S Department (scheduled)

Area(s): 92 - Service Building [Walker, Ned](#) [Huston, Andrew](#)

Accompanied By:

[Delete Event](#)

6 Finding(s) for this item: [Add a Finding](#)

View as: [List](#) [Individual Findings](#)

Click on the finding number to see the full details of the record

Delete	Finding Number	Risk Code	Finding Description	Task Assigned To	Completion Date	Closure Date
<input type="checkbox"/>	<a href="#">INSP-2004-112-01</a>	2	Fire extinguishers on contractor's equipment truck: one found not to be at full capacity; second at full capacity but missing inspection tag	<a href="#">Chandra, Suresh</a>	JUL 30, 04	NOV 15, 04
<input type="checkbox"/>	<a href="#">INSP-2004-112-02</a>	3	Extension cord missing ground pin	<a href="#">Chandra, Suresh</a>	JUL 21, 04	JUL 16, 04
<input type="checkbox"/>	<a href="#">INSP-2004-112-03</a>	2	Compressed air hose connection for mixer is not secured by a pin or wire	<a href="#">Chandra, Suresh</a>	JUL 23, 04	JUL 16, 04
<input type="checkbox"/>	<a href="#">INSP-2004-112-04</a>	2	Extension ladder not extended to proper height for roof access	<a href="#">Chandra, Suresh</a>	JUL 23, 04	JUL 16, 04
<input type="checkbox"/>	<a href="#">INSP-2004-112-05</a>	4	Wear-indicator threads showing on	<a href="#">Chandra, Suresh</a>	JUL 23, 04	JUL 16, 04

Click on the Issue Number to view the Status of the desired issue:

Event: INSP-2004-112 - Mozilla

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Back Forward Reload Stop [https://mis.jlab.org/ehs/tracking/view\\_item.php?item\\_id=3341&view\\_findings=individual&findin](https://mis.jlab.org/ehs/tracking/view_item.php?item_id=3341&view_findings=individual&findin) Search Print

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[Add to Routine Maintenance List](#)

**Risk Code:**

**Finding Description:** Fire extinguishers on contractor's equipment truck: one found not to be at full capacity; second at full capacity but missing inspection tag

**Recommended Corrective Action:** Replace/recharge partially depleted exting : inspect other & equip it with a tag

**EH&S Manual:** [Chapter 6340 - Portable Fire Extinguishers \( pdf\)](#)

**Estimated Completion Date:** JUL 30, 04

**Closure Date:** NOV 15, 04 --- 3.52 months overdue

[Delete Finding](#)

5 Status Update(s) for this finding: [Add a status update](#)

Delete	Date	Description	Author
<input type="checkbox"/>	2004-11-15 10:05	Please close.	<a href="#">Suhning, Steve</a>
<input type="checkbox"/>	2004-11-24 14:05	Contractor no longer on site (Puff, Inc.)	<a href="#">Walker, Ned</a>
<input type="checkbox"/>	2004-12-13 09:13	Please close this item. Contractor no longer on site.	<a href="#">Suhning, Steve</a>
<input type="checkbox"/>	2004-12-13 09:19	This item was identified for closure over a month ago.	<a href="#">Prior, Sandra</a>
<input type="checkbox"/>	2004-12-13 11:29	Please close.	<a href="#">Chandra, Suresh</a>
<input type="checkbox"/>	2004-12-13 11:29	Closure Date changed from to 11/15/2004	<a href="#">Chandra, Suresh</a>
<input type="checkbox"/>	2004-12-13 11:29	The subcontractor was appropriately issued safety fine and is no longer at site. The item needs to be closed.	<a href="#">Chandra, Suresh</a>

## ENTER UPDATES

Follow the direction for “Search for an Event or Issue” above. Or, Click “Show me all open items assigned to me.” Go to the issue for which you would like to add a status update. Anybody can enter an update to any item.

Search results for events - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop [https://mrs.jlab.org/ehs/tracking/item\\_search\\_list.php?search\\_type=INSP&item\\_type=1&](https://mrs.jlab.org/ehs/tracking/item_search_list.php?search_type=INSP&item_type=1&) Search Print

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Home Admin Tracking Records EH&S Info Requirements Work Control Docs Work Requests Help

Quick Search:

News:

Sort Results:  
Sort By: Event # DESCENDING Sort

Found: 13 event(s)  
Click on the event number to see the full details.

DELETE	EVENT #	TYPE	AREA	INSP DATE	ORG	FINDINGS
<input type="checkbox"/>	<a href="#">INSP-2004-259</a>	EH&S Department (scheduled)	35 - Accelerator/EH&S Trailer	DEC 17, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-258</a>	EH&S Department (scheduled)	35 - Accelerator/EH&S Trailer	DEC 17, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-257</a>	EH&S Department (scheduled)	Room: 115 of Bldg: 58	DEC 17, 04	EH&S Safety - Field Supp	0 of 3 open
<input type="checkbox"/>	<a href="#">INSP-2004-113</a>	EH&S Department (scheduled)	92 - Service Building	JUL 30, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-112</a>	EH&S Department (scheduled)	92 - Service Building	JUL 16, 04	EH&S Safety - Field Supp	0 of 5 open
<input type="checkbox"/>	<a href="#">INSP-2004-108</a>	EH&S Department (scheduled)	92 - Service Building	JUN 04, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-104</a>	EH&S Department (scheduled)	92 - Service Building	JUN 02, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-103</a>	EH&S Department (scheduled)	92 - Service Building	MAY 28, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-102</a>	EH&S Department (scheduled)	92 - Service Building	MAY 12, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-101</a>	EH&S Department (scheduled)	OTHER - OTHER	MAR 18, 04	EH&S Safety - Field Supp	0 of 5 open
<input type="checkbox"/>	<a href="#">INSP-2004-100</a>	EH&S Department (scheduled)	OTHER - OTHER	MAR 18, 04	EH&S Safety - Field Supp	0 of 5 open

Click on “Add a Status Update.”

Event: INSP-2005-083 - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop [https://mrs.jlab.org/ehs/tracking/view\\_item.php?item\\_id=6624&new\\_findings=ind&findings=ind](https://mrs.jlab.org/ehs/tracking/view_item.php?item_id=6624&new_findings=ind&findings=ind) Search Print

Home Bookmarks mozilla.org Latest Builds

Only the author, inspector, or an Administrator can edit this finding. All other users may add status updates to this record if it is NOT closed.

Finding Number: **INSP-2005-083-01** 1 of 5  
Created: SEP 29, 05

Task Assigned To: [Abelmeier, Erik](#)

Org: EH&S Radiation Control

Risk Code: **1-Best Management Practice**

Finding Description: Corresponds to Deficiency #1 from DEQ inspection letter dated 9/6/05. No date and time of analysis from subcontractor on the data report.

Recommended Corrective Action: Review subcontract to ensure sufficient detail is provided to subcontractor for report details, and make subcontract modifications, if necessary.

EH&S Manual: [Chapter 6731 - Groundwater Protection \( pdf\)](#)

Estimated Completion Date: DEC 31, 05

Closure Date: ☐ Externally Identified: ☐

**0 Status Update(s) for this finding:**

Delete	Date	Description	Author
<input type="button" value="Delete Updates"/>			

[Back to Top](#)

Fill in the big box with the update. Choose the individuals you would like to receive this update. Push the “Add Update” button at the bottom of the page.

There is also a link to “Submit a Work Request.”

If you are assigned to the issue you will receive an E-Mail notifying you. There will be a link within the e-mail which will take you to the appropriate event/issue. After reading the “Issue Description” and “Recommended Corrective Action” it is determined that a Work Request needs to be submitted to Facilities Management you may click this button and go directly to their system. After entering the Work Request, you can then close that screen and go directly back to the CATS page and enter your Status Update stating that you entered a Work Request. Keep in mind that your issue will not be closed until the work has been completed.

## CLOSE AN EVENT

An item can be closed only by the Author, Inspector or an Administrator. A request for an item to be closed can be made as a status update. Be sure to Click the box to send the update to someone who can close it. If this request is approved an authorized individual can go to the issue click on “Edit Issue” in the middle of the page.

Only the author, inspector, or an Administrator can edit this finding.  
All other users may add status updates to this record if it is NOT closed.

**Finding Number:** INSP-2005-003-01  
Created: SEP 29, 05

**Task Assigned To:** Abkeimer, Erik  
**Org:** EH&S Radiation Control  
**Risk Code:** 1-Best Management Practice

**Finding Description:** Corresponds to Deficiency #1 from DEQ inspection letter dated 9/8/05. No date and time of analysis from subcontractor on the data report.

**Recommended Corrective Action:** Review subcontract to ensure sufficient detail is provided to subcontractor for report details, and make subcontract modifications, if necessary.

**EH&S Manual:** Chapter 6731 - Groundwater Protection ( pdf)

**Estimated Completion Date:** DEC 31, 05  
**Closure Date:**  
**Externally Identified:** Y

**0 Status Update(s) for this finding:**

Delete	Date	Description	Author
<a href="#">Delete Updates</a>			

**Task Assigned To:** Abkeimer, Erik  
**Risk Code:** 1-Best Management Practice

**Finding Description:** Corresponds to Deficiency #1 from DEQ inspection letter dated 9/8/05. No date and time of analysis from subcontractor on the data report.

**Recommended Corrective Action:** Review subcontract to ensure sufficient detail is provided to subcontractor for report details, and make subcontract modifications, if necessary.

**EH&S Manual reference:** Chapter 6731: Groundwater Protection

**OSHA Reference:** [Link for Codes on OSHA website](#)

**Estimated Completion Date:** 12/31/2005

**Closure Date:**

**Externally Identified?:** No ☒ Yes

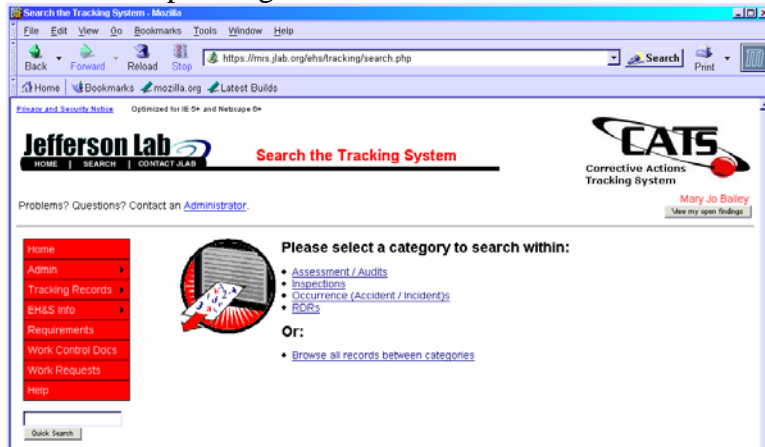
**Old data for Finding Description:** (Any new data will be appended to the old text)  
Corresponds to Deficiency #1 from DEQ inspection letter dated 9/8/05. No date and time of analysis from subcontractor on the data report.

**Old data for Corrective Action:** (Any new data will be appended to the old text)  
Review subcontract to ensure sufficient detail is provided to subcontractor for report details, and make subcontract modifications, if necessary.

Fill in the “Closure Date” blank with the date of closure. Click “Save Changes” at the bottom of the page. This will close the issue.

## CREATING REPORTS

From the Report Page:

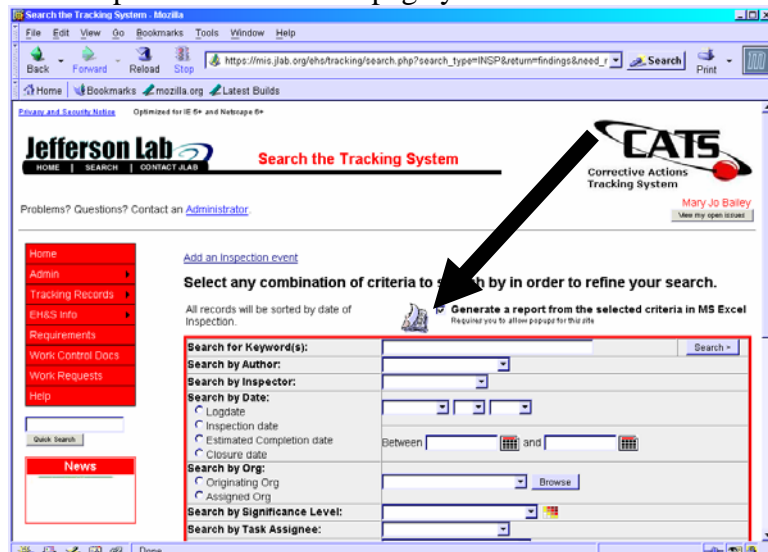


Select the category to search within.

Select issues or events

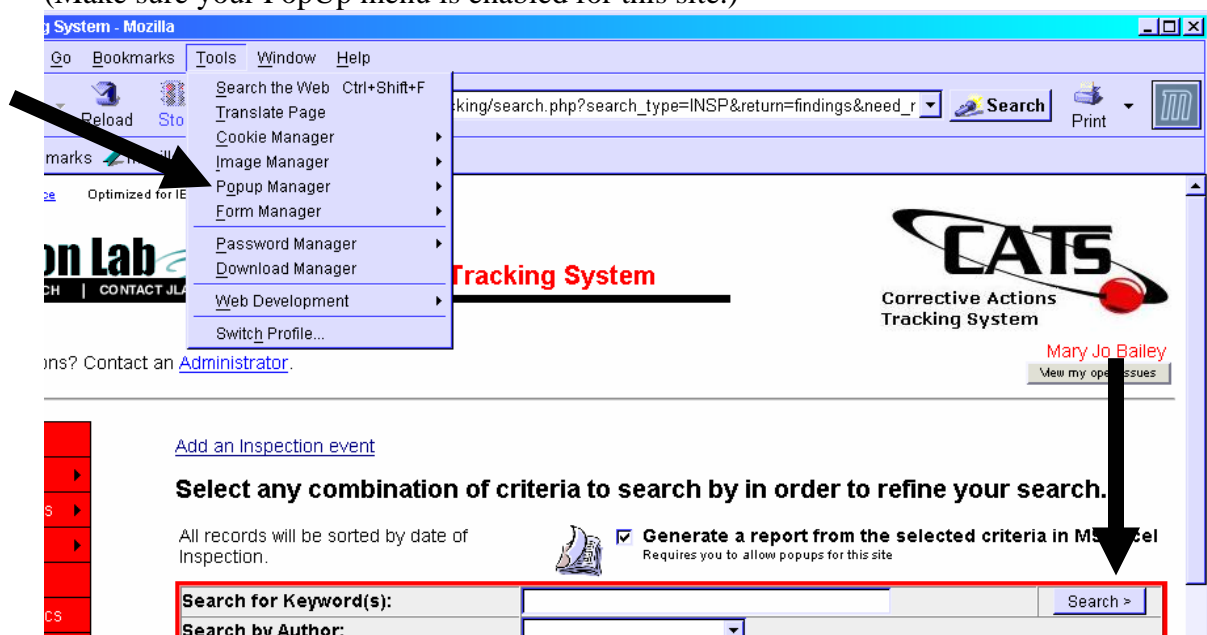


At the top and bottom of the page you will see a check box to generate a report.



Select the items you would like to have in your report.

(Make sure your PopUp menu is enabled for this site.)



Click Search.

**Report Field Selection - Mozilla**

Select which fields you would like to see in your Excel report.

• [Check All](#) • [Uncheck All](#) NOTE: it might take a minute or two to generate the report and fields will be in the order you see here.

☐ Event Record Number  
☐ Inspection date  
☐ Logdate  
☐ Inspection Type  
☐ Author  
☐ Inspector  
☐ Accompanied By  
☐ Inspector Org  
☐ Area  
☐ Safety Warden  
☐ Responsible Area Manager

**Submit**

---

**results for events**

**CATS**  
Corrective Actions Tracking System  
Mary Jo Bailey  
[View my open findings](#)

**Sort Results:**  
Sort by: Event # | DESCENDING | **Sort**

[see the full details.](#)

TYPE	AREA	INSP. DATE	ORG	FINDINGS
Normal preservation	OTHER - OTHER	AUG 11, 05	EH&S Radiation Control	1 of 5 open
Normal preservation	52B - Radiation Control Trailer	JUL 20, 05	Jefferson Lab	1 of 3 open
EH&S Department (scheduled)	89 - Accelerator Technical Support (ATSB)	JUN 09, 05	Accelerator Engineering	0 of 1 open
EH&S Department (scheduled)	Room: 279 of Bldg: 58	MAR 29, 05	SRF Institute Dept	0 of 1 open
EH&S Department (scheduled)	Room: 153 of Bldg: 58	MAR 23, 05	SRF Institute Dept	0 of 1 open
EH&S Department (scheduled)	Room: 277 of Bldg: 58	MAR 23, 05	SRF Institute Dept	0 of 1 open

**News**  
**FIRST**

[INSP-2005-034](#) EH&S Department (scheduled)  
[INSP-2005-033](#) EH&S Department (scheduled)

A Pop-Up Box will appear which will display the items available for reporting. Check the items you would like to chart.

**Report Field Selection - Mozilla**

Select which fields you would like to see in your Excel report.

• [Check All](#) • [Uncheck All](#) NOTE: It might take a minute or two to generate the report and fields will be in the order you see here.

☒ Event Record Number  
☐ Inspection date  
☐ Logdate  
☒ Inspection Type  
☒ Author  
☐ Inspector  
☐ Accompanied By  
☐ Inspector Org  
☒ Area  
☐ Safety Warden  
☒ Responsible Area Manager

**Submit**

**Acrobat**

**CATS**  
Corrective Actions Tracking System  
Mary Jo Bailey  
[View my open findings](#)

**Results:**  
Sort by: DESCENDING | **Sort**

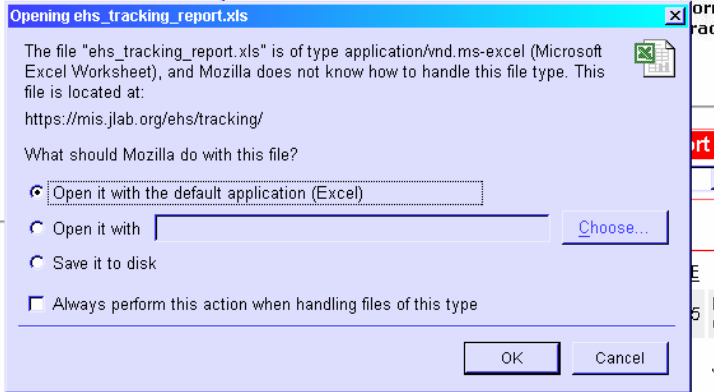
ORG	FINDINGS
EH&S Radiation Control	1 of 5 open
Jefferson Lab	1 of 3 open
Accelerator Engineering	0 of 1 open
SRF Institute Dept	0 of 1 open

Click Submit.



Submit

## results for events



Click OK

Microsoft Excel - ehs\_tracking\_report-2

33 records found

EVENT	TYPE	AUTHOR	AREA	RESPONSIBLE AREA MANAGER
INSP-2004-204	EHS Department (scheduled)	Abkemeier, Erik	31 - Acid Neutralization	Mammossier, John
INSP-2004-207	EHS Department (scheduled)	Abkemeier, Erik	34D - Accelerator Trailer	Preble, Joe
INSP-2004-248	EHS Department (scheduled)	Abkemeier, Erik	34E - Accelerator Trailer	Preble, Joe
INSP-2004-148	EHS Department (scheduled)	Abkemeier, Erik	34G - Accelerator Trailer	Wilson, Neil
INSP-2005-090	External Observation	Abkemeier, Erik	52B - Radiation Control Trailer	Abkemeier, Erik
INSP-2004-160	EHS Department (scheduled)	Abkemeier, Erik	Room 108 of Bldg 58	Hovater, Curt
INSP-2004-159	EHS Department (scheduled)	Abkemeier, Erik	Room 10A of Bldg 58	Skopik, Dennis
INSP-2004-141	EHS Department (scheduled)	Abkemeier, Erik	Room 110 of Bldg 58	
INSP-2004-129	EHS Department (scheduled)	Abkemeier, Erik	Room 122 of Bldg 58	
INSP-2004-217	EHS Department (scheduled)	Abkemeier, Erik	Room 129C of Bldg 58	Poelker, Matthew
INSP-2004-229	EHS Department (scheduled)	Abkemeier, Erik	Room 140 of Bldg 58	Mammossier, John
INSP-2004-228	EHS Department (scheduled)	Abkemeier, Erik	Room 141 of Bldg 58	Mammossier, John
INSP-2004-145	EHS Department (scheduled)	Abkemeier, Erik	Room 142 of Bldg 58	Mammossier, John
INSP-2004-210	EHS Department (scheduled)	Abkemeier, Erik	Room 15 of Bldg 58	Hackman, John
INSP-2005-034	EHS Department (scheduled)	Abkemeier, Erik	Room 153 of Bldg 58	Storbet, Mircea
INSP-2004-215	EHS Department (scheduled)	Abkemeier, Erik	Room 206 of Bldg 58	Ozels, Joe
INSP-2004-218	External Observation	Abkemeier, Erik	Room 207 of Bldg 58	Whitlatch, Timothy
INSP-2004-139	EHS Department (scheduled)	Abkemeier, Erik	Room 272 of Bldg 58	Rimmer, Robert
INSP-2004-140	EHS Department (scheduled)	Abkemeier, Erik	Room 272 of Bldg 58	Rimmer, Robert
INSP-2005-033	EHS Department (scheduled)	Abkemeier, Erik	Room 277 of Bldg 58	Storbet, Mircea
INSP-2004-207	EHS Department (scheduled)	Abkemeier, Erik	Room 278 of Bldg 58	Mammossier, John
INSP-2004-094	EHS Department (scheduled)	Abkemeier, Erik	Room 279 of Bldg 58	
INSP-2005-036	EHS Department (scheduled)	Abkemeier, Erik	Room 279 of Bldg 58	
INSP-2004-150	EHS Department (scheduled)	Abkemeier, Erik	Room 282 of Bldg 58	Ozels, Joe
INSP-2004-164	EHS Department (scheduled)	Abkemeier, Erik	Room 286 of Bldg 58	Hovater, Curt
INSP-2004-163	EHS Department (scheduled)	Abkemeier, Erik	Room 293 of Bldg 58	Hall, Tommy
INSP-2004-171	EHS Department (scheduled)	Abkemeier, Erik	87 - Accelerator Maintenance & Support /AMSM	Garza, Omar

Receive your report.

Depending on how savvy you are at Excel you can provide graphs, charts or manipulate your data just like any spreadsheet.

## KEY TERMS

- Access Privilege** – All lab employees can enter the system and make status updates. An administrator can grant higher levels of access privileges to individuals. Higher levels include authorship rights and the ability to delete events and issues.
- Administrator** – A person who has access privileges to delete events and issues and grant Author access privileges to individuals.
- Author** – A person who enters the event and issues into the CATS System.
- CATS** – Corrective Action Tracking System.
- Evaluator** – The person who documented the event.
- Event** – A record, report, assessment, audit, or inspection which generates one or more issues.
- Issue** – A single requirement or recommendation assigned to an individual which is to be accomplished in an allotted period of time in order to accomplish a predetermined goal established by an event.
- General User** – Can enter events and issues into the system as an author.
- Safety Warden** – Can enter events and issues into the system as an author.